HOW TO ENTER YOUR OWN JOB ORDER

Helpful Hints

More and more employers are using the Job Service website, https//:jobs.mt.gov to post and monitor their own job listings. Here are some hints that will help make your job listing and recruiting efforts as effective as possible.

If you have ever posted a job with Job Service, you probably have an account established with us. If this is your case, then you will only need to create a "username" and "password" to start posting jobs.

If you have never posted a job with Job Service, you will need to create an account with us. This is a very simple process and there is no charge to do so.
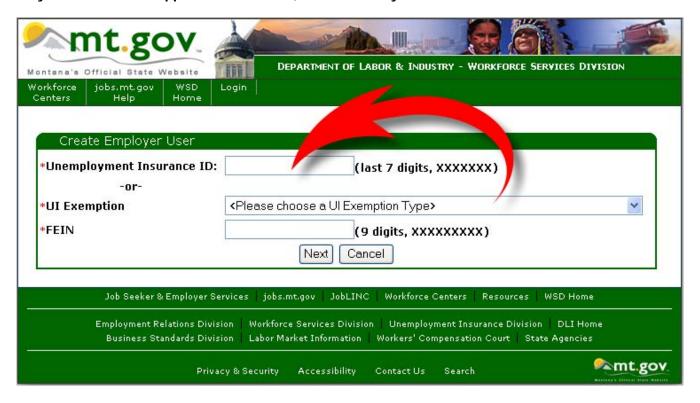
Whether you are creating a username and password or creating a new account, you will need your Federal Employer's Identification Number (FEIN) and your Montana State Unemployment Insurance Account Number (UIN) to begin the process.

If you are creating a brand new account, you will simply visit our web-site https//:jobs.mt.gov, and then click on the "New Employers" button on the left side of the page. Read the legal information on the resulting page and select "I Agree" to continue. On the next page, you will enter your FEIN and UIN account numbers. This will allow you to create a new account where you can begin posting your job listings.

Please refer to the screen shot below

- **The screen shot below shows where you enter your FEIN or UI. Once you enter your FEIN OR UI # your account will appear. If it doesn't, this is where you create a new one.**

- **Once you have created a new account or accessed your existing account, you will see the following screen:**

This screen *(shown below)* **gives you the option of either:**

- **Creating a brand new job listing, or**
- **Viewing all current and previous job orders.**

If you want to re-open a previous posting, you would select **"Create Copy"** which will clone that previous listing for you.

When you clone a job listing, you may:

- **Update, edit or change <u>any</u> of the information (if necessary), or**
- **Simply leave things as they are and submit it as-is.**

When you create a job listing:

- **The system will automatically assign the job number for you.**
- **You will need to complete all required fields on the listing entry form.**

ADDITIONAL HELPFUL TIPS ON POSTING YOUR OWN JOB LISTING

HELPFUL TIP #1:

- **The more complete your job description, the greater number of qualified applicants you will attract.**

- **If the name of your business doesn't give some clue as to the type of work your company does, it is helpful to give that information in the job description. This is very important because job seekers want to know what kind of business they are applying to, what they'll be doing, what hours they will work, what qualifications they will need and what the job will pay.**

- **Many employers want to list the wage as "Negotiable", because the pay depends on the qualifications of the applicant. We understand that thinking, but we have found that job orders that do not list a wage are often passed over for a listing that tells the job-seeker what the wage is. Call it human nature, but it is assumed "If you don't say…you don't pay". At least give the job-seeker a range, such as $10-12 per hr/DOE. This still allows you to negotiate a starting wage based on an applicant's experience and skills, but it lets the applicant know what the possibilities are for a starting wage.**
- **Your job order will be given more credibility if you take the time to write an interesting job description and give the job seekers the information they want and need.**

HELPFUL TIP #2:

* When should this job **Close**?   09/10/07   (mm/dd/yy) (Max date ??/??/??)

- **Please be aware that IF you put a close date in this field, your job will automatically go on "Hold" on that date and applicants will no longer be able to see your posting. You may also enter the Max Date to keep your listing active until that time.**

- **If you don't hire by the date that you put in that field, you will need to go back to your job order and change the close date, or you can leave the close date blank.**

- **You don't have to put a close date in. Please be aware, however, that ALL job orders automatically go on hold in 90 days.**

- **If your job order is older than 90 days, you will want to go in and close it, and re-open it if are still seeking for that position. The system is set up this way to make sure that the website isn't clogged with job orders that are old and no longer valid.**

- **We have found that job seekers tend to ignore job orders that get older than 90 days. Human Nature comes into play here again. If the job order is old the job seeker assumes the job has been filled, or that you're not really hiring, or that it must be a bad job and nobody wants it. Don't give them a reason to skip over your job posting simply because you've let it get old. Keep your job postings current.**

HELPFUL TIP #3:

Which Job Seekers can apply? ◉ Qualified Job Seekers ☐ All Job Seekers

With regard to the above question, our system "defaults" to the "Qualified Job Seekers" category. It is usually better to change that field to "**All Job Seekers**".

Doing so allows all persons <u>qualified or not</u> to view the job order and application instructions. If you select "Qualified Job Seekers", any individual registered with Montana Job Service that is interested in applying for the position, MUST match every skill, occupational code and experience level you have listed for the job or he/she will NOT be able to view the application instructions. Basically, employers should only use this setting when necessary to <u>screen-in</u> those applicants having very specific or unique skills, education, experience and/or qualifications essential to performing the job.

When using the "Qualified Job Seekers" setting, any job seeker's registration information that does not <u>exactly</u> match all of your requirements receives a message that says, "based on your file you are not qualified for this job".

Some additional points:

- **By selecting "All Job Seekers" to view your job order, you will ensure that you have not accidentally screened out a qualified applicant.**

- **The down-side to allowing "All Job Seekers" to view your order is that you may receive an application from a worker who is not fully qualified to perform the job. Consider the benefit however of having to rule out a couple of non-qualified applicants, rather than to miss one that is qualified.**

HELPFUL TIP#4:

This is the Skills & Tools section.

What **Skills / Tools** are required for this job? (you may select up to 5)

▼	▼
▼	▼
▼	

NOTE: Include required Skill(s) / Tool(s) not listed in the Job Description (above).

A good approach to writing your job order is to select as few skills as possible. The <u>BEST</u> option is to select none of them and write out your requirements in the <u>body</u> of your job listing instead. Our system does not use the information in the body of your listing to match against prospective applicants.

Some additional points:

- **Job Service does not require Job Seekers to list their skills and many don't when they register. But, for the job-seekers who do put in skills, they are able to select <u>only 30</u> from a list of almost 200.**

- **If you were to list five (5) required skills in your job listing and a job seeker can perform all five of them, but didn't happen to choose the same five (5) to put in his/her registration information, he or she would NOT be able to see how to apply for your job.**

- Most job-seekers won't apply for a job they aren't qualified for anyway, and most sell themselves short! If a job-seeker has "most of the skills" you're seeking and has taken the initiative to apply, you may want to visit with him or her.

HELPFUL TIP#5:

Once your job order is complete, you will be asked to choose from the following:

How do you want this job **Managed**?   ⦿ I will manage this job   ⦾ WSD will manage this job

If you choose "I will manage this job":

- You <u>will</u> be able to search our data base for qualified applicants you are interested in contacting for interview. You can then contact that person directly. When you have hired and filled your job opening, you simply go back to your job order, indicate who you have hired and then close the listing.

If you choose "WSD will manage this job": (*WSD =Workforce Services Division/aka Job Service*)

- Your job listing will automatically be sent to the appropriate Montana Job Service office mailbox. Once received, we will post your job listing into our system. We then <u>also</u> place a printed announcement of your listing on our job boards for walk-in job seekers to view; we also search our data base for suitable applicants and send them via e-mail, telephone or by postal mail information about the job with instructions on how to apply.

- If you assign the order to WSD (Workforce Services Division/aka Job Service) you will <u>NOT</u> be able to review applicant resumes yourself. You can change your mind on this choice.

- If you want to search for applicants on your own when you first post your job, you can do that also, and then go back, send it to us and we will follow-up on it.

- If you later want to search for applicants on your own again, you will need to call – (406) 222-0520 and have us assign the job order back to you again. This is a very simple process.

- Please be aware that if you assign the job order to us, we will contact you from time to time for updates, to make sure you are still taking applications, interviewing applicants, or to find out if you have filled the position.

- There is no best choice here with choosing whether to manage a listing yourself, or to have Job Service Manage it for you. It is entirely up to you, there are benefits to using both options!

- When making your choice however, please keep in mind any time constraints you have and other factors that may prevent you from getting the best results from your recruiting efforts.

- In these instances, why not choose Job Service to manage your listings for you. We have the skill and the expertise to help locate the right talent and applicant pool you want!

HELPFUL TIP#6:

If you have chosen to manage the job yourself, you will see the information on the screen *(screenshot below)* and you will want to click on "Find Job Seekers". This will allow you to search for suitable applicants that are experienced and/or interested in your particular job opening.

Jobs You Are Currently Managing

Job Title	Your Job #	Status	Actions			
Residential HVAC Installer		Open	Find Job Seekers	Edit	Create Copy	Close

As you are reviewing applicant resumés, you will be able to mark them as "**accept**" or "**reject**" and this will save you from pulling up the same applicants time after time if you have determined you are not interested in interviewing them.

If you mark a job seeker as "accept", you will need to contact that person to set up an interview. The job seeker will have no way of knowing you are interested unless you contact them.

Please remember that by the fact that you are able to view an applicant's resumé means they have given permission for you to contact them.

HELPFUL TIP#7:

If at any time during this process you have problems or questions…

Please call us at (406) 222-0520 and we'll guide you through the process step by step.

THANK YOU FOR USING MONTANA JOB SERVICE

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